



Racing and Charitable Gaming
A Division of the New Hampshire Lottery Commission
Regulation & Enforcement of Racetracks, Bingo, Lucky 7 and Games of Chance

Official Use Only

ID#: _____

Lic. #: _____

Reviewer: _____

**GAMES OF CHANCE APPLICATION
FOR A CHARITABLE ORGANIZATION**

1. TYPE OF APPLICATION

☐ New Application ☐ Renewal Application (Current ID# _____)

2. CHARITABLE ORGANIZATION CONTACT INFORMATION

Name of Charitable Organization: _____

Address for Official Correspondences: _____

Street/PO Box

City/Town

State

Zip

Phone Number(s): _____

Fax Number: _____

3. CONTACT INFORMATION OF THE AUTHORIZED OFFICIAL COMPLETING THIS FORM

Name: _____

Title within the Organization: _____

Phone Number(s): _____

E-mail Address: _____

4. CONTACT INFORMATION OR ORGANIZATION LEADERS

Name of Chairperson/President/Director: _____

Address for Official Correspondences: _____

Street/PO Box

City/Town

State

Zip

Phone Number(s): _____

E-mail Address: _____

Name of Treasurer/Financial Officer: _____

Address for Official Correspondences: _____

Street/PO Box

City/Town

State

Zip

Phone Number(s): _____

E-mail Address: _____

5. QUALIFICATIONS FOR A GOC LICENSE

Answer the following question to confirm your organization's eligibility to be licensed:

1. Is the organization a bona fide religious, charitable, civic, veterans', fraternal, church, police or firemen's organization? ☐ Yes ☐ N

2. Was the organization, or any auxiliary unit, committees, or other entities within the organization, created for the purposes other than conducting games of chance? ☐ Yes ☐ N

3. Is the organization is exempt from federal income tax? ☐ Yes ☐ N

4. Has the organization is registered with the Secretary of State for at least 2 years?
Provide registration number in space provided: _____ ☐ Yes ☐ No

5. QUALIFICATIONS FOR A GOC LICENSE - Continued

GAMES OF CHANCE APPLICATION FOR A CHARITABLE ORGANIZATION

Application for: _____
(Name of Charitable Organization)

5. If applicable, is the organization registered with Charitable Trusts under RSA 7:19 – 32-b? ☐ Yes ☐ N

Provide registration number in space provided: _____

An organization is not eligible for a license if the answer to any of the above questions is “No”.

6. FINANCIAL INSTITUTION WHERE GOC FUNDS WILL BE HELD

Name of the NH Financial Institution* Where Funds Will be Deposited/Withdrawn

Account number

**The financial institution must have at least one branch in New Hampshire*

7. GAME OPERATIONS

The organization will: ☐ hire game operator employer to operate the games ☐ operate the games itself

The organization will hold the games: ☐ At a licensed facility ☐ At a facility owned by a charity or government subdivision, provided free of charge

List the names of all members of the organization that will oversee the games, engage in monetary transactions, or participate in the operation of the games. If more space is need, provide the names on a separate sheet of paper.

If the organization will be operating its own games, list the game equipment dealer(s) from whom the organization will buy or rent any games of chance equipment. If more space is needed, provide the names on a separate sheet of paper.

8. ATTESTATION

I certify, under penalty of unsworn falsification pursuant to RSA 641:3, that the information provided on this application and on any supporting documentation is true, accurate and complete, and that there are no willful misrepresentations in or falsifications of the information provided herein.

I further certify that neither I or any bon fide members of the organization who will be participating in the operation of games of chance, have been convicted of a felony within the previous 10 years or a misdemeanor involving falsehood or dishonesty within the previous 5 years, in any jurisdiction, which has not been annulled by a court, nor violated any statutes or rules governing charitable gambling;

Signature of Authorized Official*

Date

**An “Authorized Official” includes an officer, director, or duly authorized official of the entity. Proof of authority may be requested.*

Submit all required “Supporting Documentation” with this application (see instructions)

INSTRUCTIONS FOR COMPLETING A GOC APPLICATION FOR A CHARITABLE ORGANIZATION

A. Include Supporting Documentation

Submit the following supporting documentation with the application (refer to Section G below for a detailed description of these requirements):

1. Documentation confirming the organization's federal tax-exempt status. Such documentation must indicate the 26 USC §501(c) category the organization falls under;
2. Documentation of registration with the Director of Charitable Trusts, if required under RSA 7:19 through 7:32-b. Such documentation must include registration number;
3. A letter that describes the organization's charitable purpose and the extent those purposes have been furthered by the organization within the community;
4. A current list of all bona fide members, with an indication of which members will be participating in the operation of the Games of Chance;
5. A Criminal Records Release Authorization Form, a complete set of fingerprints, and payment of the criminal record for all members of the organization identified in Section 7 of the application;
6. A copy of the organization's proposed Game Schedule. The schedule may not exceed 10 games per month;
7. When applicable, copies of any facility rental or lease agreements that have not already been reviewed and approved by the NH Lottery, Racing and Charitable Gaming Division;
8. When applicable, copies of any agreements between licensees that have not already been reviewed and approved by the Commission;
9. When the games are held at a facility owned by a charitable organization, a description of the gaming area;
10. Copies of any house rules that have not already been approved by the NH Lottery, Racing and Charitable Gaming Division; and
11. When a member(s) of the organization other than or in addition to the treasurer will be handling monetary transactions, a letter signed by the treasurer of the charitable organization granting authorization to the member(s).

When renewing a license, only submit those documents that have changed since the license was last renewed

B. Include Payment of the Application Fee

Include a payment of \$25 per game date, payable to the *NH Lottery – Racing and Charitable Gaming Division*
Fee Due = \$25 x the number of game dates within the given calendar year

C. Submit the Application

Submit the completed application, all required documentation and the licensing fee to:

New Hampshire Lottery Commission, Racing and Charitable Gaming Division
14 Integra Drive, Concord, NH 03301

Applications must be received at least 60 days prior to the first game date, or expiration of the current license.

D. Notify Local Law Enforcement

RSA 287-D:5, III requires that, upon submitting an application, the organization must provide a written notice to the chief of police of the city or town where games of chance will be held.

E. Call If There Are Any Questions

Questions? Call the Racing and Charitable Gaming Division at 603-271-3391. Ask for Game of Chance Licensing.

F. Keep All Information Up-To-Date

INSTRUCTIONS FOR COMPLETING A GOC APPLICATION FOR A CHARITABLE ORGANIZATION

If any of the information provided on or with the application changes or is found to be inaccurate, the organization must submit updated or corrected information to the Racing and Charitable Gaming Division within 15 days of the event that resulted in the change, or discovery of the inaccuracy.

G. Detailed Description of Required Supporting Documentation

1. Documentation confirming the organization's federal tax-exempt status.

Submit one of the following documents confirming the organization's tax exempt status:

- a. An affirmation letter or letter of determination from the Internal Revenue Service (IRS) that indicates the organizations tax exempt status under 26 USC §501(c)(3), (4), (7), (8), (10), or (19); or
- b. If the charitable organization is exempt by virtue of a group ruling:
 - (i) A copy of the group exemption letter issued to the central organization recognizing on a group basis the exemption under section 26 USC §501(c)(3), (4), (7), (8), (10), or (19), of subordinate organizations on whose behalf the control organization has applied for recognition of exemption; and
 - (ii) A letter from the central organization with which the charitable organization is affiliated confirming that the charitable organization is covered under the central organization's group tax exemption.

2. Documentation of registration with the Director of Charitable Trusts, if required. Documentation must include the organization's registration number

Submit a certificate of registration or similar documentation from the NH Department of Justice's Charitable Trust Unit that confirms registration and includes the organization's registration number.

For more information about the Charitable Trust Unit, go to <http://doj.nh.gov/charitable-trusts/>

3. A letter that describes the organization's charitable purpose, and the extent those purposes have been furthered by the organization within the community

Submit a letter on the organization's letterhead that:

- a. Describes the charitable purposes for which the organization is organized, and the extent these charitable purposes have been furthered by the organization within the community; and
- b. Is signed by an authorized officer of the organization.

4. A current list of all bona fide members

Submit a current and complete list of all bona fide members of the organization that has been signed, dated and certified as accurate by an officer of the organization, and includes the following information for each member:

- a. The members' full name, legal address and date of birth;
- b. The member's title or position within the organization, with officers being listed first and alphabetically thereafter; and
- c. If the organization will be operating the games itself, an indication as to whether the member will be participating in the operation of games of chance.

INSTRUCTIONS FOR COMPLETING A GOC APPLICATION FOR A CHARITABLE ORGANIZATION

5. Criminal Records Release

Submit a criminal record release for the individuals listed in Section 7 of the application. These individuals are those members of the organization who:

- a. Engage in monetary transactions (supervise, manage or verify the amount of money received from the games or deposits/withdraws funds from the games of chance bank account), or are otherwise responsible for overseeing the games of chance. Typically, this includes the treasurer and/or the head of the organization; and
- b. Participate in the operation of the games of chance, such as when the organization chooses to conduct its own games in lieu of hiring licensed game operators.

The criminal record release must include:

1. A completed and notarized *Criminal Records Release Authorization Form* authorizing the release of the applicant's criminal history record to the Racing and Charitable Gaming Division. This form may be obtained by contacting the Racing and Charitable Gaming Division or at www.racing.nh.gov.
 2. A complete set of fingerprints taken by a qualified law enforcement agency, as follows:
 - If fingerprints are captured via ink impressions, submit the FBI FD-258 fingerprint card issued by the NH State Police; OR
 - If fingerprints are digital captured via a Livescan device (preferred method), submit a copy of the Livescan Receipt.
 3. Payment, payable to the "State of NH – Criminal Records", in the amount required by the NH State Police Criminal Records Unit of either:
 - \$49.75* when submitting the authorization form with a FBI FD-258 fingerprint card, OR
 - \$25.00* when submitting the authorization form with a Livescan receipt.
- * Please contact the NH State Police Criminal Records Unit for additional information or to confirm current charges for this service.

If a criminal history record check is on file with the Division that was completed within the previous 6 months, an updated record check is not required.

6. Game Schedule

Submit a copy of the organization's proposed Game Schedule. The schedule may not exceed 10 games per year.

7. Rental/Lease Agreements

When applicable, submit copies of any facility rental or lease agreements that have not already been reviewed and approved by the Racing and Charitable Gaming Division.

8. Copies of any agreements between licensees that have not already been reviewed and approved

Submit any agreements between the organization and another party for goods or services related to Games of Chance. This would include any agreement between the charitable organization and the Game Operator.

INSTRUCTIONS FOR COMPLETING A GOC APPLICATION FOR A CHARITABLE ORGANIZATION

9. When the games are held at a facility owned by a charitable organization, a description of the gaming area

When the games are held at a facility owned by a charitable organization or government subdivision provided free of charge to the applicant, submit a description of the gaming area, which includes the address and description of the facility, which includes the following:

- a. A detailed diagram of the gaming area that includes: (1) a legend, is drawn to scale, or includes accurate measurements, and (2) is of sufficient detail and clarity to physically identify the gaming area within the facility;
- b. The square footage of the gaming area;
- c. The capacity levels, as deemed acceptable by local building and fire code;
- d. If applicable, available parking; and
- e. If applicable, the location and method of physical separation between the games of chance area and other licensed activities within the same premises, to ensure a clear separation of these areas.

10. Copies of any house rules that have not already been approved

Submit copies of any house rules that have not already been submitted to the Racing and Charitable Gaming Division. To comply, house rules must include a minimum of the following:

- a. The general rules of play;
- b. The amount of the entry fee, if any;
- c. The wagering and spending limits for each type of game, including the ante;
- d. Methods of making wagers, including: (1) whether or not buy-in and re-buys will be permitted, and if permitted, under what circumstances, conditions, and amounts, and (2) the initial amount of all antes and blind bets and a description of the manner in which the amount of antes and blinds will increase during the progress of game;
- e. Procedures for misdeals, betting irregularities and splitting pots;
- f. Any time limits pertaining to the play of the game;
- g. Any rules that may restrict a player's right to win a hand, pot, or jackpot prize;
- h. Prize pay outs and any prize-related restrictions;
- i. The refund policy;
- j. Standards and policies and procedures for addressing and resolving player disputes;
- k. How a player can contact the Division with comments, concerns or questions; and
- l. The effective date of the house rules.

11 If applicable, a letter from the Treasurer of the organization granting authorization to other members of the organization to handle monetary transactions

Submit a letter written on organization letterhead and signed by the Treasurer that grants authorization to other members when such individuals will be handling monetary transactions, which include supervising, managing and verifying the amount of money received from buy-ins or re-buys and the amount paid out in prizes, as well as depositing and withdrawing funds into an account set up specifically for games of chance.